

**MINUTES OF TOWN OF GAWLER  
CLIMATE EMERGENCY ACTION PLAN WORKING GROUP MEETING  
HELD AT THE CONFERENCE ROOM, TOWN OF GAWLER ADMINISTRATION CENTRE,  
43 HIGH STREET, GAWLER EAST  
ON WEDNESDAY, 17 MARCH 2021 AT 6:45PM**

**PRESENT:** Cr Nathan Shanks, Cr Cody Davies, Mr Darren Cox, Ms Kathryn Warhurst, Ms Jade Hancock

**STAFF IN ATTENDANCE:** Mr Timothy Kelly, Mr Jack Darzanos, Meagan Jarmyn

## **1 STATEMENT OF ACKNOWLEDGEMENT**

*We would like to acknowledge this land that we meet on today is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kaurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.*

## **2 ATTENDANCE RECORD**

- 2.1 Roll Call
- 2.2 Apologies
  - Cr Paul Koch
  - Renee Chamberlain
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance

## **3. DECLARATIONS OF INTEREST**

## **3 CONFIRMATION OF MINUTES**

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### **COMMITTEE RESOLUTION 2021:03:CEAP003**

Moved: Cr C Davies

Seconded: Mr Darzanos

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 10 February 2021 be confirmed as a true and correct record.

**CARRIED UNANIMOUSLY**

## 4 BUSINESS ARISING FROM MINUTES

Actions	Who	By When	
1. CONTINUED Staff to liaise with the Coordinator, Marketing and Communications to tweak the engagement strategy as appropriate.	T Kelly, J Darzanos	10-03-2020	Not complete
<ul style="list-style-type: none"> <li>Following the Workshop with Elected Members, updated drafts are being prepared to discuss with the Graphic Designer and Stakeholder Engagement Team</li> <li>Consultation dates will be mapped</li> </ul>			
2. Ensure proposed changes to the standard Agenda template as well as agreed changes to the Terms of Reference are completed for the March Meeting	T Kelly, J Darzanos	10-03-2020	Complete
3. Schedule an additional pre workshop meeting of the CEAP already discussed.	T Kelly	20-02-2021	Closed
4. Staff to prepare a complete draft of a revised Terms of Reference to be endorsed and submitted to Council	T Kelly, J Darzanos	10-03-2020	Complete
5. All future agendas need to include Conflict of Interest as a set part of the agenda similar to council and committee agendas	T Kelly document All members	10-03-2020	Complete
6. ToR and conflict refresher at the next meeting being provided to all members of the working group.	T Kelly K Warhurst	10-03-2020	See proposed TOR

## 5 ITEMS LISTED FOR DISCUSSION

### 5.1 TERMS OF REFERENCE

An update of the CEAP Working Group Terms of Reference was presented to incorporate recent feedback. The Working Group resolved that:

- Changes to enable additional Youth Advisory Committee (YAC) members was being suggested to Council via the YAC and any changes would be made as a consequence.
- Further investigation was required before any changes to the existing section which deals with potential conflict of interest.

### ACTION

Cr Nathan Shanks advised that he would approach the CEO regarding potential conflict of interest management. It was envisaged that working group members who are concerned about any changes to the terms of reference be able to attend.

Jack to coordinate a meeting, Cr Shanks and Kathryn to be included in meeting.

Jack to invite Procurement Team to come along to a future CEAP WG meeting to present on procurement procedures.

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## 5.2 CITY OF MARION CARBON NEUTRAL PLAN

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### Comparing the COPM Carbon Neutral Plan with the content of the draft CEAP

A Question was asked of council regarding whether the CEAP Working Group had considered the City of Marion Carbon Neutral (CN) Plan and could provide comments back to council. The CEAP Working Group considered the Marion CN Plan which is a 12 page brochure and provides the following observations.

- The City of Marion CN Plan is based around Council Operations in this step but also identifies that “Council innovation will educate and pave the way for other parts of the community to follow suit” The Gawler CEAP is more focussed on supporting communities in taking climate emergency action due to the scale of community emissions, supported by other sections of the CEAP to demonstrate councils leadership, preparedness and advocacy where necessary.
- Gawler’s draft CEAP includes more commitments surrounding engagement and advocacy, including on behalf of community.
- Actions are very similar to Town of Gawler and have similar reductions including 100% renewables by 2023 (dependent on the LGA electricity procurement process), Carbon neutrality achieved by 2030, an EV transition and carbon offsetting.
- The City of Marion’s graphic are appealing and communicates the high level intent.
- The Marion CN Plan does not provide the same level of detail that is included around particular issues, actions and projects that the Gawler draft CEAP would provide, but would be very similar to Gawler’s draft four page CEAP Brochure
- The Marion CN Plan provides some nominal high level costings whilst the Town of Gawler’s CEAP is less revealing about costs before detailed feasibility assessments are completed.
- Gawler’s Plan includes more detail on reporting progress and accountability, possibly because the CEAP is 48 pages rather than 11 pages.
- It doesn’t appear to have any accountability.
- The City of Marion plan does not directly compare with the CEAP as it is an aspirational document with a narrower scope which is fit for its purpose. Gawler’s CEAP is looking to bring the community on a journey to take emergency action with Council so the preparation is necessarily at a different level of detail.
- The City of Marion CN Plan is well suited to communicating an emissions reduction pathway for council operations.

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## 5.3 INCORPORATING THE FEEDBACK FROM THE ELECTED MEMBER WORKSHOP

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### General discussion and feedback

The working Group reflected on the feedback provided from the Elected Member Workshops:

- It was noted that the workshop facilitators pushed hard but most of the potential issues were already covered by the draft CEAP or being addressed
  - Due diligence has been done, showing solutions and data
  - The need to manage WSUD (Water Safety Urban Design) carefully was noted
  - There is some concern regarding introduced species which give greater coverage/shade over native species and further work is planned with Gawler’s Open Space Team, Biodiversity Plan and linking to other tree species and climate change suitability work undertaken through the Resilient East Councils.
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- The Working Group agreed that CEAP can link to and actions be integrated into existing plans as they are updated rather than causing duplication. This will guide and maintain the CEAP as a strategic document.
- The Working Group supported that now is the time to fully engage with Council teams to check content and ensure consistency in efforts.
- Cr Shanks is suggesting further thought to making a clip to aid the community engagement process. Cr Shanks to come back to the group once he has worked through his idea.

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**Next Steps – Tasks before public consultation can be achieved**

The next steps to complete the CEAP were agreed

- Invite the Mayor to provide actual text for the Mayor's introduction in the CEAP and 4 Page Summary.
- Additional engagement with the YAC.
- Complete the integration or Elected Member feedback and provide additional clarity on the EV Transition, timeframes and charging, Feedback is being included.
- Tighten the process regarding graphics and complete the Graphic Design for the full CEAP document.
- Report back to council once all work has been incorporated and graphics improved.

Review CEAP Engagement Planning considering:

- Community scale action – recognising Council has opportunity to facilitate action – may need to try and further define.
- Council's Community Development Officer could provide feedback on community involvement/engagement process.
- Tim Kelly shared a copy of the Gumeracha Bushfire Resilience Calendar as an idea for future communication of the CEAP.

Completing the Document Text.

- There is a need to finish the plan as soon as the Working Group can.
- Plan will be updated periodically.

**ACTION**

Tim to put the draft document on the google drive for review. Tim also going to send out electronically for those who struggle with the Google Drive.

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**Communications plan and Graphic Design**

- Discussed under Next Steps

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**Member input**

- Discussed under Next Steps
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### **Gawler YAC input and engagement**

The CEAP Working Group supported further engagement with the YAC on the partnership context, a YAC Message proposed signing page. Staff are to review any potential legal implications from a potential Council - YAC partnership signing.

#### **ACTION**

Staff continue engagement with the YAC at their next meeting and seek to work with the Renee and Jade in preparation

In the context of continuing work on implementation and reporting progress to the YAC, the working group identified the following ideas:

- The need to focus on how the momentum is maintained once plan is completed.
- It was discussed about transitioning to a formal committee and whether this would be a good idea. Further thought and discussions need to be held regarding this suggestion.
- What will be the reporting and accountability requirements (some are already addressed in the draft CEAP).
- When the implementation phase begins, the CEAP Working Group should be more connected to council.

#### **ACTION**

The Working Group resolved that the Environment & Sustainability Officer:

- Review the section in the plan regarding accountability and governance.
- Prepare a concept to bring to Council to re-establish the CEAP Working Group to transition to implementation oversight at the time of the CEAP approval and bring back to the group.

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## **5.4 BETTER FUTURES AUSTRALIA**

Better Futures Australia's (BFA) is a network of partners and are amplifying climate work already underway by bringing together public and private sector leaders to scale success stories and demonstrate Australia's readiness for an ambitious national response to climate change. The initiative is supported by Climate Emergency Australia, of which Gawler is already a member.

Elected members have advised staff of the opportunity for Gawler to participate in BFA by signing a Better Futures Australia Declaration and participating in a video. In addition there are approximately a dozen working groups including one for local councils and cities.

The CEAP Working Group welcomes the interest and supports signing the declaration and participating in a video. It was suggested that staff could most efficiently engage in the Local Councils and Cities Sector Working Group via the existing participation in Climate Emergency Australia.

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## **5.5 THE BUNYIP**

Jack Darzanos advised the working Group of an upcoming article in the Bunyip which has been prepared as a preview to the Gawler's draft Climate Emergency Action Plan.

## **6 CLOSE**

**The Meeting closed at 8:31pm.**

## 7 NEXT ORDINARY MEETING

The minutes of this meeting were confirmed at the Climate Emergency Action Plan Working Group Meeting held on Wednesday 14 April 2021.

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**CHAIRPERSON**

### Appendix 1 Action Summary

Actions	Who	By When
1. CONTINUED Staff to liaise with the Coordinator, Marketing and Communications to tweak the engagement strategy as appropriate.	T Kelly, J Darzanos	10-04-2020
2. Jack to coordinate a meeting with the CEO, Cr Shanks and Kathryn to be included in meeting.	J Darzanos	19-03-21
3. Provide the working draft document on the google drive for review. Tim also going to send out electronically for those who struggle with the Google Drive	T Kelly	26-03-2021
4. Staff continue engagement with the YAC at their next meeting and seek to work with the Renee and Jade in preparation	J Darzanos T Kelly	01-04-2021
5. Review the section in the plan regarding accountability and governance.	T Kelly	01-04-2021
6. Prepare a concept to bring to Council to re-establish the CEAP Working Group to transition to implementation oversight at the time of the CEAP approval and bring back to the group.	T Kelly J Darzanos	June 2021